

**National Tuberculosis Controller's Association
National Tuberculosis Nurse Consultant Coalition**

**MONTHLY WORKLOAD ANALYSIS SHEET
FOR TUBERCULOSIS PROGRAM STAFF**

NAME: _____

MONTH: _____

2003

I. Work hours per month

Available work hours for the month:

Hours

0

II. Scheduled Time Off

A. Review your schedule and determine the following for the upcoming month:

- 1 Scheduled vacation time:
- 2 Scheduled holiday time:
- 3 Scheduled education/training time:
- 4 Scheduled sick leave time:

Total scheduled leave time:	0
Total available work time for the month:	0

III. Planned Visits Per Month

A. Review your caseload and determine the number of planned visits by acuity level for the upcoming month:

- 1 Total number of acuity 1 visits
- 2 Total number of acuity 2 visits
- 3 Total number of acuity 3 visits

	0
	0
	0

B. Review your caseload and determine the number of patients you plan to accompany to Private Provider Visits Range is 1-3 (do not duplicate under "planned visits per month" or "DOT visits").

Chest Clinic/Private Provider visits: Number of Patients

Average number of hours for each clinic/provider visit (range 1-3 hours)

	0
	0

C. Phone Calls x 0.5

D. Review your caseload and determine the number of household contacts needing interviews or other follow-up for the upcoming month:

Total # of household contacts:

	0
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E. Review your caseload and determine the number of DOT/DOPT only visits this month (use average # of DOT/DOPT visits if actual # is not known):

Total # of DOT/DOPT visits:

	0
	0

F. Average # of anticipated new cases/suspects this month:

Total visit time for the month:

0

IV. Collaboration Time Per Month

A. Review your caseload and determine the number of patients you have on DOT/DOPT.

Total number of patients on DOT/DOPT

	0
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B. Collaboration time with Providers and other multidisciplinary team members (Prorate if staff is off more than 1 week or works part-time (range is 15-30 hrs).

Total collaboration time for the month:

	0
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V. Non-household Work Site and/or Institutional Investigations

Review your caseload and determine the number of work site(s) and/or institutional investigations that need to be done during the upcoming month:

- 1 Work sites/institutions >50:
- 2 Work sites/institutions 25-49:
- 3 Work sites/institutions 15-24:
- 4 Work sites/institutions <15:

	0
	0
	0
	0

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Total work site and/or institutional investigation time/month: 0

VI. Other Time

Review your schedule and determine commitments for the month other than for home visits or contact investigation:

1	Formal Classes:		
	Scheduled time for class:	<div style="background-color: yellow; width: 100px; height: 15px;"></div>	
	Preparation time	<div style="background-color: yellow; width: 100px; height: 15px;"></div>	0
2	Presentations:		
	Scheduled time for presentation	<div style="background-color: yellow; width: 100px; height: 15px;"></div>	
	Preparation time:	<div style="background-color: yellow; width: 100px; height: 15px;"></div>	0
3	Clinic Time:		
	Scheduled clinic time	<div style="background-color: yellow; width: 100px; height: 15px;"></div>	
	Setup/Cleanup time	<div style="background-color: yellow; width: 100px; height: 15px;"></div>	0
4	Number Case Conferences:		
	Case Conference Time	<div style="background-color: yellow; width: 100px; height: 15px;"></div>	
	Preparation Time	<div style="background-color: yellow; width: 100px; height: 15px;"></div>	0
5	Community Time:		
	Community Meetings (groups)	<div style="background-color: yellow; width: 100px; height: 15px;"></div>	
	Community Meetings (individual)	<div style="background-color: yellow; width: 100px; height: 15px;"></div>	
	Other scheduled community activities	<div style="background-color: yellow; width: 100px; height: 15px;"></div>	0
6	Meeting Time:		
	Scheduled time for meetings	<div style="background-color: yellow; width: 100px; height: 15px;"></div>	
	Preparation time (if applicable)	<div style="background-color: yellow; width: 100px; height: 15px;"></div>	0
7	Travel Time:		
	Total amount of travel time (range of 10-20)	<div style="background-color: yellow; width: 100px; height: 15px;"></div>	
8	Number of case closures anticipated this month	<div style="background-color: yellow; width: 100px; height: 15px;"></div>	0
9	Unplanned Activity/Administration Time:		
	Total amount of unplanned activity/administration time (range is 20-30 hrs):	<div style="background-color: yellow; width: 100px; height: 15px;"></div>	
	(Prorate if staff is off more than 1 week or works part-time.)		
	Total other Time:		0

VII. Summaries of Time:

A.	Total Visit Time:	0
B.	Total Collaboration Time:	0
C.	Total Work site and/or Institutional Investigation Time:	0
D.	Total Other Time:	0
	Totals:	0

VIII. Workload Analysis

A.	Available Work Time for the Month	0
B.	Total Committed Time:	0
C.	Hours available for the upcoming month:	0